BROOKLYN COLLEGE
of
The City University of New York
Brooklyn, N.Y. 11210

Computer Center
Room 0200B

May 28, 1968

Mr. David Klausner
5216 Glenwood Road
Brooklyn, New York 11234

Dear Mr. Klausner:

The purpose of this letter is to offer you a position of Programmer in the Computer Center in Brooklyn College. This position has an annual salary of $9,000 with two weeks vacation during the first year. Your monthly check will come from the University Application Processing Center.

I hope that you will find it possible to accept this offer.

Sincerely yours,

Louis M. Heil

LMH:ew

RESEARCH FOUNDATION of
The City University of New York
1411 Broadway New York, N.Y. 10018
212/354-2204

PERSONNEL ACTION FORM

(check one)

☐ EMPLOYMENT — Complete *all* items.

☐ CHANGE OF STATUS — Complete name, Social Security number and changed data only.

SEE INSTRUCTIONS ON REVERSE SIDE.

TO AVOID DELAY IN EFFECTING ACTION (pay and fringe benefit coverage) FORWARD IMMEDIATELY TO THE RESEARCH FOUNDATION PERSONNEL OFFICE (or, if at City College or Queens College, to the respective Field Office). ATTACH W-4 FORM.

Print or type data.

PERSONAL DATA

Klausner (last name) David (first) (initial)

☒ Male ☐ Female

Previous RF Employment _____ (year)

1075 E. 35 St. (home address: street no. and name) B'Klyn, N. Y. (apt.) 11210 (city, state and zip code)

Education: (Circle highest attained if you do not have a degree) Grammar: 8 High School: 1 2 3 4 College: 1 2 3

Degrees Earned: ☐ Bachelors _____ (year) ☐ Masters _____ (year) ☐ Ph.D. _____ (year) ☐ Other _____ (degree and year)

ACTION DATES

Effective: 4 / 1 / 74 (mo. / day / yr.)

Expected Termination: / / (mo. / day / yr.) Not to extend beyond award termination date.

PROJECT DATA

96007 (RF account no.) UAPC (CUNY Unit (college))

Budget Category Code (see reverse) _____

CUNY STATUS (if applicable) ☐ Faculty ☐ Graduate Student ☐ Undergraduate Student ☐ Other _____ (specify)

PAYROLL DATA

108-38-8809 (Social Security number) M (marital status) 1 (exemptions – attach IRS W-4)

COMPLETE ONE LINE ONLY FOR PAY RATE/WORK SCHEDULE. USE ANNUAL OR HOURLY RATE.
The Monthly Rate should be used for summer salary, adjunct appointments, or such other special arrangements.

PAY RATE		WORK SCHEDULE IN HOURS	
		Per Week	To Termination
ANNUAL	$ 23,040.-		
HOURLY (REGULAR)	$		
HOURLY (CASUAL)	$		
MONTHLY	$		

(estimated hours to termination)

_____ (position title) _____ (salary category (see salary schedule))

CHECK-MAILING ADDRESS

Mark box if check is to be held for pick up and omit address. ☐

_____ (street no. and name) _____ (apt.) _____ (city, state and zip code)

FOR WAGE OR SALARY INCREASE

$ 21,000. (previous salary) per yr Date of last increase 4/1/73

Basis for increase (check one) ☐ Increased Duties/Responsibilities ☒ Annual Increase ☐ Change in Position

APPROVAL

Marjorie Kaplan 4/3/74
Project Authorized Signature — Date

_____ Project Director's Phone No.

_____ College: Authorized Signature (If required) — Date

I have read this form and understand that employment is not for any fixed period.

David Klausner
employee's signature — date

FOR RESEARCH FOUNDATION USE ONLY

☐ Monthly Payroll ☐ Bi-weekly Payroll

	Yes	No
Health Ins.		
Life & T.D.		
Dental Ins.		
TIAA-CREF		

PERSONNEL	PAYROLL	FUNDS AVAILABLE
position number	approval	$ amount encumbered
approval	date	approval
date		date

RF-104-6/73

EMPLOYEE COPY

RESEARCH FOUNDATION of
The City University of New York
1411 Broadway New York, N.Y. 10018
212/354-2204

PERSONNEL ACTION FORM

(check one)

☐ EMPLOYMENT — Complete *all* items.

☒ CHANGE OF STATUS — Complete name, Social Security number and changed data only.

SEE INSTRUCTIONS ON REVERSE SIDE.

TO AVOID DELAY IN EFFECTING ACTION (pay and fringe benefit coverage) FORWARD IMMEDIATELY TO THE RESEARCH FOUNDATION PERSONNEL OFFICE (or, if at City College or Queens College, to the respective Field Office). ATTACH W-4 FORM.

Print or type data.

PERSONAL DATA

Klausner (last name) David (first) (initial)

☒ Male ☐ Female

Previous RF Employment _____ (year)

5216 Glenwood Road (home address: street no. and name) Brooklun, New York (apt.) 11234 (city, state and zip code)

Education: (Circle highest attained if you do not have a degree) Grammar: 8 High School: 1 2 3 4 College: 1 2 3

Degrees Earned: ☐ Bachelors _____ (year) ☐ Masters _____ (year) ☐ Ph.D. _____ (year) ☐ Other _____ (degree and year)

ACTION DATES

Effective: 10 / 1 / 74 (mo. / day / yr.)

Expected Termination: ___ / ___ / ___ (mo. / day / yr.) Not to extend beyond award termination date.

PROJECT DATA

96007 (RF account no.) U. A. P. C. (CUNY Unit (college))

Budget Category Code (see reverse) _____

CUNY STATUS (if applicable) ☐ Faculty ☐ Graduate Student ☐ Undergraduate Student ☐ Other _____ (specify)

PAYROLL DATA

108-38-8809 (Social Security number) M (marital status) 1 (exemptions – attach IRS W-4)

COMPLETE ONE LINE ONLY FOR PAY RATE/WORK SCHEDULE. USE ANNUAL OR HOURLY RATE.
The Monthly Rate should be used for summer salary, adjunct appointments, or such other special arrangements.

PAY RATE		WORK SCHEDULE IN HOURS	
		Per Week	To Termination
ANNUAL	$25,000.00	35	
HOURLY (REGULAR)	$		
HOURLY (CASUAL)	$		
MONTHLY	$		

(estimated hours to termination)

XXXXXXXXXXXX Associate Director
~~Programmer~~ (position title)

X (salary category (see salary schedule))

CHECK-MAILING ADDRESS

Mark box if check is to be held for pick up and omit address. ☐

_____ (street no. and name) _____ (apt.) _____ (city, state and zip code)

FOR WAGE OR SALARY INCREASE

$ 23,010.00 (previous salary) per _____ Date of last increase 4/1/ 73

Adjustment

Basis for increase (check one) ☐ Increased Duties/Responsibilities ☐ Annual Increase ☐ Change in Position

APPROVAL

Gerald Lauer (Project: Authorized Signature) _____ (Date)

_____ (Project Director's Phone No.)

_____ (College: Authorized Signature (If required)) _____ (Date)

I have read this form and understand that employment is not for any fixed period.

David Klausner 4 (employee's signature) (date)

FOR RESEARCH FOUNDATION USE ONLY

☐ Monthly Payroll ☐ Bi-weekly Payroll

	Yes	No
Health Ins.		
Life & T.D.		
Dental Ins.		
TIAA-CREF		

PERSONNEL	PAYROLL	FUNDS AVAILABLE
_____ position number	_____ approval	$_____ amount encumbered
_____ approval	_____ date	_____ approval
_____ date		_____ date

RF-104-6/73

EMPLOYEE COPY

DAVID KLAUSNER
1151 HOLLENBECK AVE
SUNNYVALE, CALIF. 94087

1/20/75

To
George Finn
U.A.P.C.
4501 GLENWOOD RD.
BROOKLYN, N.Y. 11203

Dear Mr. Finn

Please find enclosed a detailed account of the services I have rendered the U.A.P.C. since my leaving the organization. I await your communication with regard to financial consideration for these and other continuing services. Thank You.

Sincerely
David Klausner

DATE	TRANSACTION	MY RESPONSE	HOURS	DIRECT COST
9/20/74	ERROR REPORTED IN UTIL	JOB "TRACEUT" #63 FROM RICHIE W. TRACE OF UTIL ERROR DEBUGGED UNTIL REPAIRED 12/19/74 (PROBLEM WAS TRUNCATION OF OUTPUT LINE SEGMENT)	40	
10/2/74	ERROR REPORTED IN UTIL	JOB "RJWVS201" #110 PRINTED AT 1:44 PM. (OUTPUT TRUNCATED) REPAIRED 12/19/74	5	
9/29/74	TEL. CALL	TO 212-856-3530 AT 10AM TO (FIX) RESOLVE A PROBLEM DEFINITION	[redacted]	$0.70
10/21/74	ERROR REPORTED IN UTIL	JOB "HAWVS178" #169 FROM M. MCGINNIS TRACE OF UTIL ERROR DEBUGGED UNTIL REPAIRED 12/31/74 (PROBLEM WAS LOOP IN READ WHEN UTIL CALLED)	40	
11/1/74	ERROR REPORTED IN UTIL	ORAL COMMUNICATION REPORTED A PROBLEM WITH "UP=3, DIFF=3" UTIL SPEC WHEN CALLED AS A SUBROUTINE, DEBUGGED UNTIL REPAIRED 12/31/74	20	
12/16/74	TEL. CALL	TO 212-856-3530 AT 6:59 PM TO (FIX) RESOLVE A PROBLEM DEFINITION	[redacted]	$4.10
12/23/74	ERROR DISCOVERED IN UTIL	MSG016 CORRECTED TO ALLOW FOR OTHER THAN "FR"	ONE=[redacted]	
12/27/74	ERROR DISCOVERED IN UTIL	WHEN A SPEC REQUIRING SYSUT2 IS BATCHED AFTER A SPEC NOT REQUIRING SYSUT2 THE OUTPUT OF SYSUT2 WAS LOST	5	
12/31/74	DOCUMENT CHANGE TO UTIL	VERSIONING & CORECUTDOWN AND SPEEDUP IMPLEMENTED	4	
SUB TOTAL			115+ [redacted]	$4.80

DATE	TRANSACTION	MY RESPONSE	HOURS	DIRECT COST 12
1/9/74	EAROR REPORTED IN TRACE	JOB "HAWKS 890" #242 HARVEY WACHTEL. TRACE LOOPS ON FIRST INSTR IN PGM IF IT IS XC 9) 9. DEBUGGED UNTIL REPAIRED 1/9/74	10	
1/9/74	MAILING	NEW VERSIONS OF UTIL (1.1) AND TRACE (3.1) GENERATED AND SENT TO A. GURTMAN	15	
SUB TOTAL			25	—
TOTAL			140+ [redacted]	$4.80

Research Foundation of
The City University of New York
1411 Broadway, New York, N.Y. 10018
212-354-2000

February 6, 1975

Mr. George Finn
University Applications Processing Center
4501 Glenwood Road
Brooklyn, New York

Re: Klausner consultant agreement

Dear George:

I enclose herewith three copies of above agreement. Please forward them to Mr. Klausner for signature by him, with instructions to return the copies to this office.

Sincerely,

Herman Scheckner
Staff Attorney

HS:ss
Enc.

Agreement made this 13 day of ~~February,~~ 1975

between the Research Foundation of the City University of New York, of 1411 Broadway, Borough of Manhattan, City of New York, acting in behalf of the

UNIVERSITY APPLICATION PROCESSING CENTER, RF Account #_____
(Project or program title) (CUNY unit)

(hereinafter called "Foundation") and DAVID KLAUSNER, of
(Name of consultant)

1151 HOLLENBECK AVE SUNNYVALE (hereinafter called "Consultant").
(consultant's address) CAL, 94087

WITNESSETH

WHEREAS the Foundation desires to employ the Consultant to provide the services set forth in Appendix A (hereinafter called "Proposal") and the Consultant is ready, able and willing to perform and provide said services

NOW THEREFOR the parties mutually agree as follows:

1. Commencing ~~October 1,~~ 1974 and continuing to completion not later than June 30, 1975 ~~1974~~ the Consultant shall provide the services set forth in the proposal including all necessary staff support and administrative services connected therewith.

2. In full payment for the satisfactory completion of such services and any and all disbursements incurred by the Consultant in connection therewith, the Foundation agrees to pay the Consultant the maximum sum of $2,250 for the rate of $15.00 per hour of work each month for hours of services performed the previous month, upon receipt by the Project Director of an invoice in a form specified by the Foundation.

3. The Parties agree that the supplementary terms and conditions set forth in Appendix B hereto attached are in all respects a part of this agreement.

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not later than June 30, 1975 ~~1974~~ the Consultant shall provide the services set forth in the proposal including all necessary staff support and administrative services connected therewith.

2. In full payment for the satisfactory completion of such services and any and all disbursements incurred by the Consultant in connection therewith, the Foundation agrees to pay the Consultant the maximum sum of $2,250 for the rate of $15.00 per hour of work each month for hours of services performed the previous month, upon receipt by the Project Director of an invoice in a form specified by the Foundation.

3. The Parties agree that the supplementary terms and conditions set forth in Appendix B hereto attached are in all respects a part of this agreement.

IN WITNESS WHEREOF the parties hereto have executed this agreement the day and year first above written.

RESEARCH FOUNDATION OF THE CITY UNIVERSITY OF NEW YORK

By _____
Gerald Graze, Executive Director

_____
Consultant

By _____
(Title)

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(Consultant Contract - Long Form)

12/17/74

APPENDIX A

The Consultant shall write and maintain a single computer program (UTIL) which produces all reports required by the SARK system.

APPENDIX B

SUPPLEMENTARY TERMS AND CONSIDERATIONS

1. All persons engaged by the consultant to assist him shall at all times be deemed employees of the Consultant and the Consultant shall be responsible for their work, personal conduct during the performance of services, direction and compensation. Nothing in this agreement shall be construed to impose any liability or duties upon the Foundation to persons, firms or corporations or to any govermental authority or agency for their acts, whether of omission or commission or for the liabilities, obligations or taxes of whatsoever nature, including but not limited to Unemployment Insurance and Social Security taxes of the Consultant or persons engaged by him either as employees or independent contractors. The Consultant agrees to indemnify and hold harmless the Foundation from any such claims.

2. The Consultant shall designate one person, who on his behalf shall be responsible for coordinating all of the services to be rendered by the Consultant hereunder. Such designee shall be subject to the approval of the Foundation.

3. The Project Director of the program or his designee shall be responsible for coordinating and directing the services of the Consultant.

4. The Consultant shall maintain complete, efficient and accurate records including those with respect to all costs which shall be subject to audit and review by the Foundation at reasonable times and reasonable notice.

5. The Consultant shall retain safe custody of all notes, reports, materials, sketches, surveys, studies and other data prepared and used by him for the performance of this agreement and upon demand and reasonable notice shall deliver the foregoing to the Foundation which may utilize same in whole or part or in modified form in such manner or for such purposes or as many

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2. The Consultant shall designate one person, who on his behalf shall be responsible for coordinating all of the services to be rendered by the Consultant hereunder. Such designee shall be subject to the approval of the Foundation.

3. The Project Director of the program or his designee shall be responsible for coordinating and directing the services of the Consultant.

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5. The Consultant shall retain safe custody of all notes, reports, materials, sketches, surveys, studies and other data prepared and used by him for the performance of this agreement and upon demand and reasonable notice shall deliver the foregoing to the Foundation which may utilize same in whole or part or in modified form in such manner or for such purposes or as many times as it, in its sole descretion, may deem desirable or advisable without further employment of or payment to the Consultant. All such reports, materials and all preliminary and supporting data shall become the sole property of the Foundation and shall be strictly confidential.

6. Should any claim be made or any action brought against the Foundation arising from or relating to the work done by the Consultant, the Consultant shall diligently render to the Foundation and its counsel any and all assistance which they may require of the Consultant without additional compensation.

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7. The Foundation shall have the right, upon two weeks prior written notice to postpone, delay, suspend or terminate the work or any part thereof which the Consultant is engaged to perform hereunder, at any time and for any reason deemed to be in the Foundation's interest. In such event, the Consultant shall be paid such reasonable part of his fee as shall apply to services properly performed hereunder prior to the date of such postponement, suspension or termination. Such postponement, suspension or termination shall not give rise to any claim or cause of action against the Foundation for damages or for other or extra remuneration.

8(a) In the event that the Consultant, through any cause, fails to perform any of the terms, convenants or provisions of this contract on his part to be performed, or if for any cause he fails to progress with the work called for under this contract in a manner considered satisfactory in the judgement of the Foundation or if in the judgement of the Foundation the conduct of the Consultant is such that the interests of the Foundation are likely to be impaired or prejudiced, or if the Consultant shall violate any of the terms, convenants or provisions of this contract, the Foundation shall thereupon have the right to terminate this contract by giving notice, in writing, of the fact and date of such termination to the Consultant, and all reports, data, graphs and charts, compiled by the Consultant, work sheets, files, etc., shall be surrendered and turned over forthwith to the Foundation, provided in such case, however, that the Consultant shall receive equitable compensation, as herein provided, for such services as shall have been properly performed, under the terms of the Agreement, up to the date of termination, and provided, further, that the Foundation may thereafter take over the work to be done hereunder and may prosecute the same to completion by contract or otherwise, and

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part to be performed, or if for any cause he fails to progress with the work called for under this contract in a manner considered satisfactory in the judgement of the Foundation or if in the judgement of the Foundation the conduct of the Consultant is such that the interests of the Foundation are likely to be impaired or prejudiced, or if the Consultant shall violate any of the terms, convenants or provisions of this contract, the Foundation shall thereupon have the right to terminate this contract by giving notice, in writing, of the fact and date of such termination to the Consultant, and all reports, data, graphs and charts, compiled by the Consultant, work sheets, files, etc., shall be surrendered and turned over forthwith to the Foundation, provided in such case, however, that the Consultant shall receive equitable compensation, as herein provided, for such services as shall have been properly performed, under the terms of the Agreement, up to the date of termination, and provided, further, that the Foundation may thereafter take over the work to be done hereunder and may prosecute the same to completion by contract or otherwise, and the Consultant shall be liable to the Foundation for any excess cost occasioned to the Foundation thereby.

8(b) The mailing of any and all notices, by registered mail, addressed to the Consultant at the address referred to hereinabove, shall be deemed sufficient notice to the Consultant.

9. The acceptance by the Consultant or any person claiming under him of any payment made on the final requisition under this contract shall operate as and shall be a release to the Foundation from all claims of and liability to the Consultant, their successors, legal representatives and assigns, for anything done or furnished under the provisions of this contract.

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10. No action shall lie or be maintained against the Foundation upon any claim based upon this contract or arising out of this contract or out of anything done in connection with this contract, unless such action shall be commenced within one year after the rendition of a final report by the Consultant or within one year after the termination of this contract. None of the provisions of Article 2 of the Civil Practice Law and Rules shall apply to any action against the Foundation arising out of this contract.

11. The Consultant shall be liable to and hereby agrees to indemnify the Foundation for any damage or loss resulting to the Foundation from any infringement by him or his employees or agents of any copyright or patent rights of systems, drawings, charts, graphs, or any other material, or by the use or adoption of any system, drawings, charts, graphs or such other material furnished by the Consultant.

12. Since it is intended to secure the personal services of the Consultant, this contract may not be assigned, sublet or transferred by the Consultant without the prior written consent of the Foundation.

13. This agreement may be modified from time to time by the parties in a writing only, executed by an authorized representative of the Foundation. It may not be altered, modified or rescinded orally.

14. The Consultant agrees:

A. To comply with the provisions of all State Laws, including but not limited to the Labor Law and Federal and Local statutes, ordinances and regulations that are applicable to the performance of this agreement and

B. To procure all legally required licenses and permits.

15. The Consultant further agrees:

A. He will secure Workmen's Compensation and disability benefits insurance and keep insured during the life of this agreement such employees as are required to be insured by provisions of law.

B. This agreement shall be void and of no effect unless the Consultant complies with the foregoing provision.

16. Wherever in this agreement action is to be taken by or approval

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graphs or such other material furnished by the Consultant.

12. Since it is intended to secure the personal services of the Consultant, this contract may not be assigned, sublet or transferred by the Consultant without the prior written consent of the Foundation.

13. This agreement may be modified from time to time by the parties in a writing only, executed by an authorized representative of the Foundation. It may not be altered, modified or rescinded orally.

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B. To procure all legally required licenses and permits.

15. The Consultant further agrees:

A. He will secure Workmen's Compensation and disability benefits insurance and keep insured during the life of this agreement such employees as are required to be insured by provisions of law.

B. This agreement shall be void and of no effect unless the Consultant complies with the foregoing provision.

16. Wherever in this agreement action is to be taken by or approval given by the Foundation, such action or approval may be taken or given only by an officer or employee of the Foundation duly designated and authorized to act on behalf of the Foundation.

17. No delay or omission by the Foundation to exercise any right or remedy accruing to it under the terms of this agreement or existing at law or

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in equity or by statute or otherwise shall be construed as a waiver of or acquiescence in the act or acts of omission or omissions to act giving rise to the accrual of such right or remedy, nor shall it affect the Foundation's rights or remedies upon the occurrence of any subsequent event of the same or of a different nature.

18. Should it become necessary during the course of the project for the Consultant to perform additional work which is not specified in the approved proposal attached to this agreement, then before such additional work is performed, the Consultant shall provide the Foundation with an estimate of the man days and fee involved. Upon written approval of the Foundation such additional work shall then be performed.

19. The Consultant will report to appropriate Foundation and project officials and other key personnel at periodic intervals concerning the progress of the work. These reports may be oral or written, as mutually agreed. Such reports shall:

1) Review status of work completed;

2) Review work to be performed;

3) Discuss those matters which may require consideration, explanation or decisions; and

4) Suggest changes which may become necessary in order to effect progress toward completion of the contract.

20. The Consultant will comply in every respect with all provisions of presidential executive order No. 11246 of September 24, 1965 and will not discriminate against any of his employees or applicants for employment because of race, color, religion, sex or national origin and in the event of non-compliance thereof, this contract may be cancelled, terminated or suspended in whole or in part.

21. As used herein, "Consultant" or "Contractor" are used interchangeably.

22. All materials and any information turned over to the Consultant or its subcontractors by Foundation shall remain the sole and exclusive property of the Foundation and the Consultant and the subcontractors shall not use such materials or information in any way except as reasonably necessary for the performance of the work required under this contract.

23. The Consultant shall not exceed the price ceiling established by any agency having jurisdiction and will refund any excess payment received to the Foundation.

24. The performance required by the Consultant shall [illegible]

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These reports may be oral or written, as mutually agreed. Such reports shall:

1) Review status of work completed;

2) Review work to be performed;

3) Discuss those matters which may require consideration, explanation or decisions; and

4) Suggest changes which may become necessary in order to effect progress toward completion of the contract.

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23. The Consultant shall not exceed the price ceiling established by any agency having jurisdiction and will refund any excess payment received to the Foundation.

24. The performance required by the Consultant shall include every service, item or work reasonably necessary or incidental to the work provided in the scope, whether or not mentioned therein.

25. Consultant agrees to promptly return to Foundation upon termination of this contract by completion or otherwise all items of equipment purchased with funds supplied by Foundation, at no cost to Foundation.

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UNIVERSITY APPLICATION PROCESSING CENTER
BOX 148, VANDERVEER STATION
BROOKLYN, NEW YORK 11210

MEMO-LETTER®

TO David Klausner

DATE 6/23/75

SUBJECT Consultant Service

Dear Dave,

We submitted a Payment Request for your services for 30 hours, per attached copy. However, the Research Foundation returned same with a notation requesting a "signed statement of services rendered from Mr. David Klausner..." Please comply without delay.

Best regards,

Margie

Margie

DAVID KLAUSNER
1151 HOLLENBECK AVE
SUNNYVALE, CALIF. 94087

3/5/75

To

George Finn
U.A.P.C
4501 Glenwood Rd
Brooklyn, N.Y. 11203

Dear Mr Finn

Please find enclosed a detailed account of the services I have rendered the U.A.P.C. from 1/20/75 to the present. I await your communication of financial remittance as per our agreement. Thank You.

Sincerely
David Klausner

DATE	TRANSACTION	MY RESPONSE	HOURS	DIRECT COST
1/21/75	ERROR IN UTIL SUPPORT PROGRAM (TRACE)	JOB "HAWVS020" #189 FROM HAW. ERROR IN TRACING ICM 0,0,0 REPAIRED BY ZAP 1/28/75 SENDATE	20	
2/1/75	ERROR IN UTIL	JOB "ACG-VS703" #84 FROM ACG. SHOWED IMPROPER PROCESSING OF THREE UP LABELS FOR VARYING LENGTH RECORD INPUT. NEW UTIL (CHANGED) VERSION SENT 2/10/75 REPAIRING PROBLEM	30	
2/25/75	ERROR IN UTIL	I DISCOVERED ERROR HANDLING KEYWORDS VALUES NOT ENDING IN A CLOSE PARENTHESIS. NEW VERSION SENT OUT ON 3/5/75	10	
2/14/75	ERROR IN UTIL SUPPORT PROGRAM (TRACE)	DUPLICATE ZAP ENTRY DATA CORRECTED IN A LETTER. (2/17/75)	2	
2/1/75	WRITE-UP PREPARATION	UPDATING WRITEUP FOR UTIL TO REFLECT FULL FUNCTION, FIRST DRAFT TO UAPC AT END OF MARCH	10	
TOTAL			72	

THE CITY UNIVERSITY OF NEW YORK · FOUNDED IN 1847 · CUNY

UNIVERSITY APPLICATION PROCESSING CENTER
BOX 148, VANDERVEER STATION
BROOKLYN, NEW YORK 11210

UAPC PHONE HUNTING GROUP
212-856-4084

Hi Dave

I'm sorry this is a little late but I thought I could squeeze it away with the Research Found. quickly.

The terms I outlined still stand. Will forward a Consulting Contract to you as soon as I receive it. I still don't know when they will have a check ready for you.

Hope everything is OK. Keep Well!

Regards to "Steffan".

Love
George

$1,000 enclosed
1/28/15

REGARDING TERMINAL LEAVE FOR DAVID KLAUSNER

June, 1968 to May, 1969

Prior to this time, we had only 30 high schools on our HITRAN system. The cost of processing College admissions was, therefore, very high.

The system being used to process HITRAN, at this time, was to send teams of two or four women to a high school where they worked for three or four weeks mark-sensing pre-punched cards (sets of 16 for each student). The cost was very high and we were being pressured to do at least all of the academic high schools.

The young man who had written the above system left for Canada to escape the draft. I started to work with Mr. Klausner, at this time, to rewrite the entire system. From June, 1968, to May, 1969, we worked 32 Saturdays and 14 Sundays, We did not have a computer at this time and could only use the 16-20 at Brooklyn College on week-ends. We also trained the staff that previously went out to the high schools as to the new system. The only holidays we took that year were three religious holy days, New Years Day and Christmas day. Mr. Klausner was also entitled to a month's vacation that year.

This new system gave us the capacity to process over 90 high schools for the June, 1969 graduates .

In November of 1968, Vice Chancellor Birnbaum requested that we institute the 100 scholars program. This involved identifying the top 100 students (by rank) in each New York City High school (public, private and parochial). If the high school had less than 500 graduates, we were only to identify the top 20%. These students were to be notified as soon as possible that they were accepted to the City University of New York (any choice). Mr. Klausner and I worked over 200 hours to prepare this system. Again, we did not have a computer and had to use Brooklyn College's facilities after their last class meeting which was 10:35 p.m., Monday through Thursday

June, 1969 to May, 1970

During this period, Brooklyn College changed from the 1620 computer to a 360-40. Mr. Klausner had to change all of our existing programs to meet the requirements of this new machine. Very late in the Winter of 1969, Vice Chancellor Birnbaum notified us to be prepared for open admissions to the City University of New York. We were also notified that we would be responsible for processing applications to the SEEK and College Discovery Programs since the unit that was previously responsible for this ~~taks~~ task was to be disbanded. Mr. Klausner and I began work on re-writing COLLAD (College admission system). We did not receive the final specifications as to admission criteria until late in January of 1970. At about this time, I was notified that Vice Chancellor Healy would be in charge of U.A.P.C. and shortly after Vice Chancellor Newton would take over. During this period, we worked at least 30 Saturdays and 20 Sundays. At allocation time, we received permission to use the Brooklyn College computer day and night. For over six weeks, we took turns sleeping. We had moved a cot into the computer room. During the week of actual allocations, Vice Chancellor Newton often called at 2:00 or 3:00 in the morning with instructions or to ask how things were. We did not have enough time to debug our programs and were writing and debugging as we went. Needless to say, we were on time and things went fairly well. After allocations were over, we had to organize everything we had done and put COLLAD in some sort of order. We had written over 200 programs during this period and we both agreed that the entire system had to be rewritten.

During this period, Mr. Klausner did not take any vacation. He was the only one involved with me in this work. We had hired one full time and one part time programmer that were totally involved with the SARK system.

June, 1970 to May, 1971

During this period, Vice Chancellor Meng assumed responsibility for UAP.C. We also were notified that Brooklyn College could not meet our needs and we rented a 360-40 and prepared to move to new quarters. Mr. Klausner then became responsible not only for HITRAN and COLLAD, but also for the System. In the Fall of 1970, he was given time to prepare for the 360-40 at the IBM Data Center. The 360-40 was delivered in January of 1971 to our new quarters and on February 1, 1971, we left Brooklyn College.

We had also ordered a 370-145 and received delivery in September of 1971. This was a very hectic period for Mr. Klausner. Within seven months, we had two different computers. He was responsible for the system and operations. He did not take a vacation during this period and worked approximately 20 Saturdays and 10 Sundays.

June, 1971 to May, 1972

During this period, we began to stabilize our operation. We had ~~received our~~ increased our programming staff basically to meet the needs of our SARK commitments.

We were chosen as a VS test site by IBM and we accepted. The work involved for Mr. Klausner was tremendous. We started our SARK contract during this period. John Dewey was a six cycle school and August Martin and Hillcrest were not only four cycles but modular. Daily attendance by terminal was being used during the day. SARK production jobs were scheduled after 3:00 p.m.

Mr. Klausner had constant systems work during this period, and had to work on Saturdays, Sundays and very often with IBM software personnel.

During the summer of 1971, Mr. Klausnwer wrote all of the programs requested by the Data Processing Manager of Laguardia Community College. In the Fall of 1971, Mr. Klausner took twelve days vacation. He also took five days in the winter of 1971. He worked approximately 15 Saturdays and Sundays during this period.

June, 1972 to September, 1974

During this period, Mr. Klausner was able to take his vacation and holidays. We hired an assistant systems programmer who was able to learn and perform all necessary tasks.

Mr. Klausner left the employ of U.A.P.C. at the end of September 1974. At that time we discussed the time owed to him. We both agreed that 182 days would be a fair settlement.

Mr. Klausner has left with U.A.P.C. two progams that he developed outside of U.A.P.C.: UTIL and TRACE. He presented us with the UTIL program when I asked him to help the SARK team. At that point, we were hard pressed to meet our deadlines. We have incorporated this program into all phases of our work. His TRACE program was written up by Computer World. ~~It is of little use to us.~~ It is of some use to us

Before Mr. Klausner left, he put up Wylbur/Milton which allows telecommunications. We are still in contact with Mr. Klausner and he has been very helpful with various system problems that we have had. ~~He [illegible]~~

~~Mr. Klausner now lives near Stanford University, Stanford~~ has promoted us Orville. ~~[illegible] as [illegible]~~ Associate

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9/21/72

TERMS OF EMPLOYMENT

This letter is a confirmation of a verbal understanding between David Klausner and the University Application Processing Center to the effect that David Klausner presently is an employee of the University Application Processing Center of the City University of New York with the following terms of employment:

a) He is paid an annual salary by the U.A.P.C.,

b) The obligations of his employment to the U.A.P.C. are limited to the servicing of the City University of New York's admissions services requirements,

c) He is not bound to any fixed hourly employment. He is responsible to complete his U.A.P.C. assigned tasks by working at any times of his own choosing. Those times that he does not choose to service the work requirements of the U.A.P.C. are totally private unto himself and can be used by him to further his own interests.

By the authority vested in me: George Finn (George Finn)
(Director)

David Klausner (David Klausner)
(Employee)

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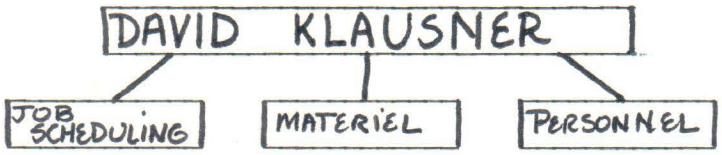
OPERATION - U.A.P.C.

Description of the areas of responsibility



Discussion of these three areas, and any others which may possibly exist.

I David Klausner - Assistant Director

A. Responsibilities

1. Must approve purchase or rental of Data Processing equipment.
2. Supervise entire operations area. This will include making sure that all users of the Data Processing facility are satisfied. To make sure that all personnel are content. All grievances should be directed to him. The absolute final say for job priority will rest with David. In his absence, it will rest with one of two areas:
   (a) The area he delegates to have the responsibility in his absence; and,
   (b) The head of the department responsible for the submission of that program, upon conferring with all involved parties including George, in the absence of (a).
3. At the start of every week, he is to issue a weekly agenda for machine usage. On a daily basis, there will be a daily agenda each morning, outlining in greater detail the scheduling for that day. It will be the responsibility of the department heads to inform David, regarding changes in the schedule at least 24 hours in advance.

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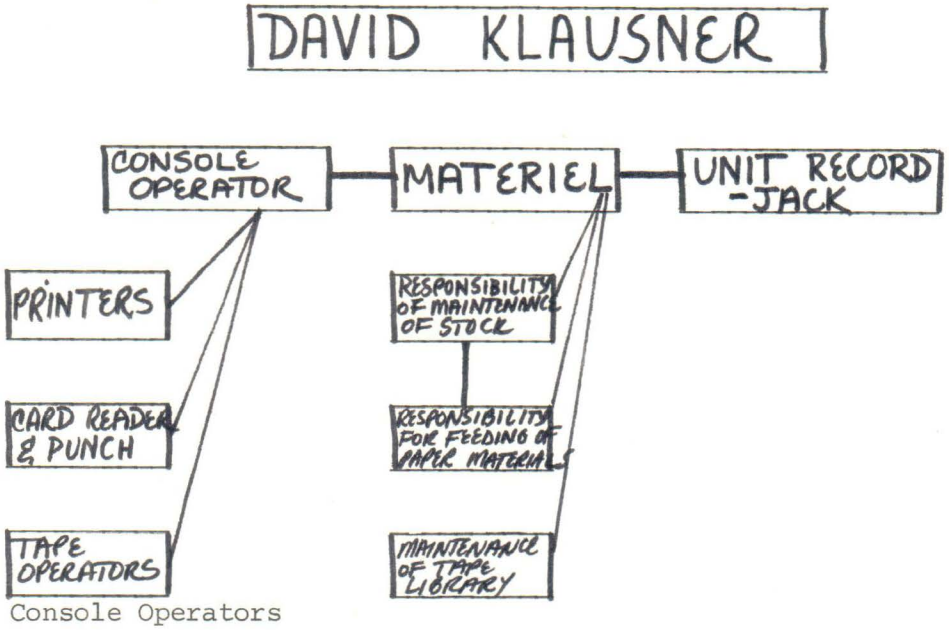
II Operations Description



A. Console Operators

There will be one console operator working between 9 and 5, with a one hour break for lunch. He will completely control (subject to his superiors) the running of all jobs. The decisions made by him WILL BE FINAL. He is to be informed of any unusual conditions IN WRITING, concerning job execution. He is also to inform IN WRITING to the submittor of any job, any unusual conditions which occured that were not to be expected. In cases of top priority jobs, he is to be informed IN WRITING whenever possible. He will command at his discretion, the tape, printer, and card reader and punch areas. He may also request and expect complete cooperation from the Materiel Area. It is also his responsibility to read schedules for daily runs each and every morning, and to report any changes to that daily schedule to David and to each of the department heads IN WRITING. It is also his responsibility at the end of the day to make any comments about the schedule, and return it to David.

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Peripheral Area (Tapes, printer, and card reader)

This area is to be totally subserviant to the commands of the console operator, and personnel assigned to this area are to be released from their assignments solely upon oral approval of the console operator. Personnel assigned to any of these areas must remain in these areas and notify the console operator a reasonable amount of time before leaving this area. They must also provide replacement for their area in their absence.

1. Printer Area: It will be the responsibility of the printer area to burst and return all production output to the appropriate departments. Programmer runs will not be burst but will be returned to the programming section in bulk. The responsibility of separating programmer output will rest with the individual programmers. An area will be designated for the placement of such output.
2. Card Reader Area: It will be the responsibility of the card reader area to handle output in the same way as the Printer Area.
3. Tape Area: It is the responsibility of the tape area to retireve, mount, and replace all tapes on a demand basis from the console operator. The area will also cooperate with all department heads as well as the Materiel Area with respect to serving requests made IN WRITING.

All request in writing will be signed and returned at the end of the day to David.

B. Materiel

The Materiel Area will be immediately responsible for the allocation of the following materials:

1. All Paper Stock. This includes general and non-general purpose cards, single and multi-part papers, cartons necessary for shipment and packaging, labels - adhesive or otherwise. CARRIAGE CONTROL TAPES.

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2. Tape Library

   (a) The maintenance and conditioning of all tape volumes used in the machine room. This also includes replacement of damaged volumes.

   (b) The copying of volumes for shipment to outside installations as well as for internal requests.

   (c) Responsibility to the console operator in supplying all forms on an "as needed" basis. This supply will be subject to the demands of the console operator.

3. Processing of Requests by the Materiel Section

   (a) On demand basis from console operator - ORALLY. It is the Materiel department's responsibility to log an entry indicating that the demand was met.

   (b) Requests for tape maintenance will be made IN WRITING.

   (c) Insuring that all supplies are on hand for at least one week's processing for each area. This means that the Materiel Department will order all forms subject to the approval of the individual department heads.

   (d) It is the responsibility of the head of the Materiel Section to read the daily schedule and report any changes of the schedule to David and each department head IN WRITING. He should also make comments at the end of the day about the schedule. This should be returned to David.

C. Unit Record

This area will be responsible for all unit record functions at U.A.P.C. During his working shift, only the head of the Unit Record Area will have complete control of these functions. He may receive oral or written requests for work to be done from either the heads, or delegated personnel of each department. He may request in the same manner as the console operator, all materials from the Materiel Section, and he may schedule work to be done in the same manner as the console

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operator does. Top priority jobs will be received by him with WRITTEN NOTIFICATION ONLY.

III Job Priorities

Unless WRITTEN NOTIFICATION is received with the job, it will be considered of the same priority as all other jobs. Jobs will be run subject to the discretion of the console operator.

A. Top Priority Jobs

Will be identified as such when they are received by operations with WRITTEN NOTIFICATION from the head of the department.

B. Daily Attendance Runs

Are top priority by definition, although in this case, a written statement is not necessary.

The operator is to replace an executing job with a top priority job under all circumstances upon the termination of the executing job. The operator will make every effort to make sure that all top priority jobs are run ahead of, or along with non-priority jobs.

C. Determination of Priorities

1. Daily runs have the highest priority.
2. Each department head will be responsible for determining the priority of his jobs in relation to one another.
3. Top priority jobs of different departments will have equal priority and be handled on a first come, first serve basis unless otherwise indicated by David or those delegated by him as in (a) and (b) of the first paragraph.
4. Questions of determination of priority and complaints regarding this will be resolved by meetings of all involved parties. The final decision will rest with David.

IV Access to the Machine Room

Access to the machine room is permitted to U.A.P.C. staff ONLY. Non-U.A.P.C. staff may gain access to the room with the approval, preferably written, of any department head, or the console

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operator. Under no circumstances will entry to the room be permitted to anyone when the console operator decides that such an entry is detrimental to the operations. It is recommended that U.A.P.C. staff restrict their entry to the room as much as possible. Excessive entries will be considered an abuse of a privilege and will result in the barring of that individual from the machine room. The barring power is vested with any department head, and/or the console operator.

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U.A.P.C. REQUEST / INFORMATION FORM

TIME:_____ DATE:_____

THIS REQUEST IS FOR: (check one)

___ Job Priority
___ Materiel
___ Machine Room Access
___ Unusual Circumstances Reporting
___ Other (explain) _____
_____

FROM: (check one)

___ Director
___ Assistant Director
___ Department Head
  ___ SARK
  ___ SYSTEMS
  ___ HITRAN
  ___ COLLAD
  ___ RESEARCH FOUNDATION
  ___ OTHER: (explain)_____
  _____

_____
(SIGNATURE)

TO: (check one)

___ Director
___ Assistant Director
___ Department Head
  ___ SARK
  ___ SYSTEMS
  ___ HITRAN
  ___ COLLAD
  ___ RESEARCH FOUNDATION
  ___ OTHER: (explain)_____
  _____

RESEARCH FOUNDATION of
The City University of New York
1411 Broadway New York, N.Y. 10018
212/354-2204

PERSONNEL TERMINATION FORM

SEE INSTRUCTIONS ON REVERSE SIDE.

COMPLETE THIS FORM AS EARLY AS POSSIBLE, PREFERABLY IN ADVANCE OF TERMINATION, AND IMMEDIATELY FORWARD TO THE RESEARCH FOUNDATION PERSONNEL OFFICE (or, if at City College or Queens College, to the respective Field Office). Submit employee's Time/Leave Record with this form.

Type or print data

1. Name: KLAUSNER (last) DAVID (first) (initial) | Social Security Number: 108-38-8809

2. RF Grant Number: 96007 | CUNY Unit (College): U. A. P. C.

3. Last Working Date: 9/30/75 | Unused Annual Leave: 74 Days 0 Hours

4. Forwarding Address: 5216 Glenwood Road Brooklyn New York 11234

5. Does employee anticipate reemployment with the Foundation within the next month? ☐ Yes ☒ No

6. Reason for Termination (check one): 10-96007

☐ Grant Termination or Project Completion ☐ End of Appointment ☐ Insufficient Funds

☐ Lack of Work ☒ Resigned _____ (state reason) ☐ Other _____ (state reason)

☐ Terminated for Cause _____ (state reason)

If terminated for cause complete the following:

a. As supervisor, did you try to resolve problem?* ☐ Yes ☐ No

b. Was employee verbally warned prior to discharge?* ☐ Yes ☐ No

c. Was written warning(s) issued prior to discharge?* ☐ Yes ☐ No

*Explanation and Dates: _____

7. Would you re-employ? ☒ Yes ☐ No

Comments: _____

8. APPROVAL: Sergio Tuan

Project Authorized Signature | Date | Phone No. | College Authorization (if necessary) | date

FOR RESEARCH FOUNDATION USE ONLY

Fringe Benefit Termination:	PERSONNEL	ADMINISTRATIVE OFFICER	GENERAL ACCOUNTING	PAYROLL
Health _____	approval	approval	approval	approval
Dental _____	date 9/7/75	date	date	date 9/3/75
Life & T.D. _____	(see attached letter)			
TIAA-CREF _____				

RF-108-6/73

EMPLOYEE COPY